



# **ABU DHABI JOB GUIDE**

**Abu Dhabi Job Guide**  
**Step by Step & Practical Advice to Easily Land a Job in Abu Dhabi**  
**Invaluable Guidance that Produces Immediate Results**

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## INTRODUCTION

This e-book provides detailed steps on how to **SECURE A JOB IN ABU DHABI EASILY**. This is written for a wide scope of job seekers including people who are currently residing in Abu Dhabi and those outside of Abu Dhabi who want to land a job in the said city. Anyone who intends to secure employment in Abu Dhabi would definitely benefit from reading this guide.

This e-book also includes a description of the industries and types of job markets in Abu Dhabi, making it easy to match one's qualifications with the types of job opportunities that are available in the said city. Following the tips and strategies, from resume writing to interviews, which are also included in this e-book will definitely help you get the job that you like.

Abu Dhabi is one of the seven Emirates in the United Arab Emirates. Securing employment in the said city will offer a lot of benefits that you should no longer think twice and start planning your career in Abu Dhabi today. The government collects no income taxes which will translate to more money you can earn and save for your family.

Abu Dhabi already has a developed economy but it still continues to progress. With the government's main goal of maximizing the economic potential of Abu Dhabi and utilize all its resources and its people's talents accordingly, Abu Dhabi is definitely on its way to exceed all the other Arab nations in terms of financial security and a stable future.

It is also a great place where you can bring your family and live a peaceful life with them. Housing accommodations and quality education

for your children are available in a wide range of options in the said city. The different forms of recreation and entertainment that the city offers will also allow you to relax and make your stay in Abu Dhabi more enjoyable. Abu Dhabi is the best place to explore countless possibilities and job opportunities that may be the answer to you and your family's financial problems. So sit back, relax and read this e-book where you will learn a lot about the job hunting and application process as well as about Abu Dhabi.

Abu Dhabi is definitely one of the richest cities in the world that will help you secure your future once you land a job there that matches your qualifications. It's time that you take charge of your life and of your future. Getting a job in Abu Dhabi is a big step that would lead to a stable life now and in the future for you and your family.

## Chapter 1 : Why Choose Abu Dhabi?

Knowing basic information about the city that you are about to secure your job in is **definitely important** in any job seeking venture. This section will give you reasons on why you should choose Abu Dhabi as the place to secure your next employment.

The United Arab Emirates (UAE) is a country in the Middle East which is rich in oil reserves and has the most developed economy in the region. It comprises of seven states or emirates such as Abu Dhabi, Sharjah, Dubai, Ajman, Fujairah, Umm-Al Quwain and Ras-al Khaimah.

Abu Dhabi is the capital of UAE and because of this, Abu Dhabi is considered the center for political, cultural and industrial activities in the whole country. For this reason alone, a lot of people want to secure employment in Abu Dhabi and so should you!

Aside from being the capital of UAE, Abu Dhabi is also the second largest city in the country next to Dubai. The ranking, which is based on population, ensures a wide variety of job opportunities that are available in the state that would cater to the employment needs of the people living in it and the people who want to live in the said city as well.

According to Fortune in 2007, Abu Dhabi is the richest city in the world and it also shows a continued increase in the rate of recruitment for 2010 and way beyond, making it an attractive destination for individuals seeking employment.

There are other reasons for getting a job in Abu Dhabi as well. Its developed economy and the highly competitive job market will allow professional growth for anybody starting or continuing a career in the city. Its continuously growing economy has made experts consider Abu Dhabi as one of the most promising Arab cities. In fact, it has been predicted that the city will exceed Dubai in terms of popularity and income in the years to come.

Another major factor that people are considering in looking for a job in Abu Dhabi is the tax-free income. True enough, not being obliged to pay taxes makes Abu Dhabi an attractive working environment for anyone. Abu Dhabi welcomes not only individuals seeking a career but also businesses especially since they offer tax-free zones. Having no corporate taxes is also the main reason why several multinational corporations can be found in Abu Dhabi.

Tourism, information technology, finance and media are some of the sectors which provide jobs for a wide range of people. The richness in culture of the city and the countless job opportunities that the city offers are among the many reasons why Abu Dhabi is a great place for employment.

Add to the many reasons for securing a job in Abu Dhabi the kind of lifestyle that you can enjoy once you have planned to pursue your career in the city. The infrastructures which include the skyscrapers in the area are definitely sights to see and enjoy. This also assures a great working environment, assuring comfort and ease when working.

***TIP:*** *Practicing your answers to questions about why you are choosing Abu Dhabi over other states or other countries in securing for a job would help you during your interview. Other questions may include why they should accept you among other applicants, why you are applying now in their company, why you are choosing their company and what is it in you that you can offer to them.*

Thinking like the person in-charge of searching for the best applicant for jobs in Abu Dhabi would also help you prepare for your job interviews, consequently helping you secure employment in Abu Dhabi or anywhere else for that matter.

## **Chapter 2 : The Industries and Markets in Abu Dhabi**

After knowing the main reasons why a lot of job seekers want to work in Abu Dhabi, knowledge of the industries which are in demand in the said city will help you determine if you are qualified to work there.

Both private and public sectors in Abu Dhabi offer employment. Because of the tax free zones that the city offers, a lot of international corporations invest in Abu Dhabi thereby opening more job vacancies for people. Some of the sectors which have the most number of job opportunities in the city include:

- Construction or Building Engineering
- Accountancy
- Medicine
- Banking and Auditing
- Tourism
- Oil and Gas

- Education
- Media
- Real Estate
- Information Technology and Telecommunications

## **Chapter 3 :**

# **The Landscape of the Job Market in Abu Dhabi**

Some advice from recruitment officers and placement agents in terms of getting a job in Abu Dhabi include the following:

- Abu Dhabi is the second largest city in UAE in terms of population and even though this is one of the reasons which make Abu Dhabi an attractive working environment, there are factors that come with a large population that you should consider and be prepared for when you plan to work in the city.
- You should prepare to experience cultural shock with the varied customs, languages and cultures in Abu Dhabi.
- The working environments are definitely excellent especially because they are diverse, exciting and dynamic.
- New things should be expected and you should be open to these varied changes since the type of life that Abu Dhabi offers is different from any other.
- Business opportunities in Abu Dhabi are first class that once settled, you may even invest your own earnings in a business.

- The skyscrapers and building engineering definitely makes the spacious offices or working spaces in Abu Dhabi comfortable to work; they are also equipped with modern and state of the art equipment that will help you with your work.
- Networking is essential in Abu Dhabi. Because of high business competitiveness, people should have their own marketing strategies to be noticed and to succeed.
- The majority of the people working in Abu Dhabi are foreigners, however the local residents in Abu Dhabi do not practice discrimination towards other races and religions.
- The incomes are tax-free and the cost of living is not too high, allowing people to save money to send back to their families in their home country.
- The workers' benefits, such as the rights, leaves and pays or salaries, are also regulated and protected.
- The basics of the local business should be understood.
- Expatriates in Abu Dhabi, which include Asians, Europeans, Africans, Latin and North Americans who are temporarily residing in Abu Dhabi for employment comprise almost 80% of the total population. These groups of people in Abu Dhabi are recognized by the government for their invaluable contributions to Abu Dhabi's growth and development.

## **Chapter 4 :**

# **Writing your Resume for Abu Dhabi Jobs**

Resumes are written documents which highlight your qualifications and competencies for the job that you are applying for, preferably in your area of expertise. This is the most important document that you must prepare when applying for Abu Dhabi jobs since this is the first thing that will be reviewed and used as a basis in screening out applicants. Presenting yourself through this document should be properly done. There are actually a number of templates or worksheets that you can use, however you should ensure that the resume that you are writing specifically caters to what Abu Dhabi employers expect to see.

The type of resume that you should use should have proper format and style – the kind that would not end up in the garbage can. It must be competitive enough to land you a spot for an interview. You may use electronic generated formats or resume templates but you must double check carefully to ensure there are no misspelled words or improper grammar. Remember that this first part of the application process will determine your fate in securing a job in Abu Dhabi.

It is very important that in making your resume, you see from the eyes of the person who will screen your application. You should be able to emphasize your edge among other applicants and why they should hire you. Having a short and concise resume full of your qualifications such

as your skills and educational attainment plus work experience and about 2-3 pages in length maximum will be enough.

Here is a sample template of a resume specifically for Abu Dhabi Jobs. You may change the details listed in the template depending on the nature of the industry and the type of job that you are applying for.

## **TEMPLATE OF RESUME** **FOR ABU DHABI JOBS**

**Full Name**

**Address and Contact Information: Telephone and Mobile Number and E-mail Address**

**Career Objective**

**Career Accomplishments/Highlights**

**Skills and Competencies**

**Work Experience**

**Educational Background**

**Professional Trainings or Seminars**

**Hobbies, Interests and Affiliations**

**References**

*TIP 1: The contact details aside from those stated above should also include a fax number, your online homepage that your potential employers may visit and the contact number of your agency if you have one. You should also state in your resume if you are using online conferencing and if you are available for online interviews.*

*TIP 2: You should maximize the white spaces in your resume. Spacing is very important for it makes your resume appear orderly, which is what most human resources personnel like. Placing page numbers is also advised if the pages exceed one.*

*TIP 3: The working experience and the educational attainment should be written from the most recent one. The working experience section should also include not only your previous employers and job positions with corresponding directions. It must also include your contributions to the previous companies that you have worked for and it must show your progress in the career path that you want.*

The following worksheet will help you further in constructing a resume specifically for Abu Dhabi jobs.

## **RESUME WORKSHEET FOR ABU DHABI JOBS**

*Heading: First Name, Middle Initial, Last Name*

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*Home Address: Street, Number, City, State or Country, Zip Code  
(Include Mailing list or local address in Abu Dhabi if any)*

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*Area Code + Telephone Number, Mobile Number, Online Conferencing (if available)*

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*Career Objective: State the job position that you are applying for.*

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*Career Accomplishments/Highlights: The most outstanding traits obtained in your work experience should be placed here.*

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*Skills and Competencies: State your first skill that is important for the job position that you want and cite examples on how you have used that skill from previous employment. State the second, third etc.*

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*Work Experience: Cite the dates of being hired and the corresponding period of employment, job title, employer or company, description for the job and some of your key functions or duties in the job that you have. Writing achievements and your contributions while on the job would also help upgrade your resume.*

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*Educational Background: The year that you completed the degree, the name of the institution and its address and your most notable achievements should also be written here.*

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*Professional Trainings or Seminars: This should also include your awards and achievements in your area of expertise.*

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*Hobbies, Interests and Affiliations: Your Affiliations in various organizations and clubs should also be written along with hobbies and interests that are related to your area of expertise.*

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*References: This part is optional. You can state that your references may be available upon request or you can put in three to five people whom your potential employers can ask about your capabilities and capacity to do work.*

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A sample resume is also available in this e-book which only contains data for the main purpose of illustrating how a resume for Abu Dhabi is made. A business management job was chosen since it is one of the most in demand jobs in Abu Dhabi, however any other type of jobs can use the template and can use the sample as a guide in preparing a resume for Abu Dhabi jobs.

## **SAMPLE RESUME FOR ABU DHABI JOBS**

***Andy D. Applicant***

***23 Street 4, Washington DC 20055***

***Phone: (202) 542 2889***

***Mobile: (202) 457-9872***

***Email address: [adapplicant@gmail.com](mailto:adapplicant@gmail.com)***

***Abu Dhabi contact person: (if available)***

***Abu Dhabi Address: (if available)***

***Time and Place for Interviews in Abu Dhabi: (if available)***

### **CAREER OBJECTIVE**

To seek a full time job in a business administrative field, specifically a job that includes project management. Training, experience and skills developed from previous employments have definitely allowed me to be ready to handle such responsibilities.

### **CAREER ACCOMPLISHMENTS/HIGHLIGHTS**

Possess the dedication to give the best quality customer service and is focused in doing so; maintaining a positive attitude while giving best performance in every business endeavor that will ensure me to be an asset to the company.

### **SKILLS AND COMPETENCIES**

#### **CLERICAL OR ADMINISTRATIVE SKILLS**

- Ability to carry out office functions: filling out orders and other forms
- Highly skilled in using fax machines and photocopiers
- Good in prioritizing tasks and can work under pressure
- With working experience in bookkeeping
- Skilled in making payroll, and making profit and loss reports.
- Practices confidentiality in work

- Computer literate specifically in MS Windows, Publisher, Word, E-mail
- Has neat handwriting and good typing skills

### **SKILLS IN COMMUNICATION**

- Can communicate with all types of people from various levels
- Has working experience in new staff training
- Excellent communication skills even in handling telephone conversations and taking telephone messages which are accurate
- Efficient and professional in handling inquiries on the counter
- Good writing and oral skills

### **WORK EXPERIENCE**

*2006-Present*

*Receptionist*

*A to Z CORPORATIONS, San Francisco USA*

- Writing letters, answering phone calls
- Making payroll, assisting in record keeping

*Notable achievements:*

- Started the use of computerized answering machine
- Re-arranged the area for receiving clients for more efficiency
- Planned training for new receptionists

2001-2006

*Kitchen-hand*

WASHINGTON PIZZA, USA

- Service for customers both personal and on the phone
- Getting phone orders, making the dough and the pizza
- Handling money and other financial matters, general cleaning

*Notable achievements:*

- Improved the quality of customer service by 30% by upgrading the work flow in the kitchen

1999-2001

*Customer Service*

XYZ Catering Business, Washington, DC

- Taking and serving the orders
- Handling money and managing the kitchen
- Assisting in clerical jobs

*Notable Achievements:*

- Served an average of 50 customers per day

1997-1999

*Accounting personnel*

CAR PARTS REPAIR, Washington DC

- Managing vouchers and invoices, writing checks
- Making the monthly payroll
- Filing, photocopying and sorting

- Record keeping
- Reception duties

### **EDUCATIONAL BACKGROUND**

- Taking up courses in Management and Accounting
- Graduated High School in Random High School

### **PROFESSIONAL TRAININGS OR SEMINARS**

- October 10, 2009, Business Management Seminar, Washington DC
- August 8, 2009, Entrepreneurship and Accountancy Training, Washington DC

### **HOBBIES, INTERESTS AND AFFILITATIONS**

Reading, Surfing the Internet, Writing

### **REFERENCES**

John Smith, Director, A to Z Corporations  
Phone: (202) 256 5432  
Email: [jsmith@gmail.com](mailto:jsmith@gmail.com)

James Fan, Head Personnel Department, CAR PARTS REPAIR  
Phone: (202) 432 2345  
Email: [jfan@gmail.com](mailto:jfan@gmail.com)

**Now we will discuss each of the sections of the sample resume included in this guide.**

First, your contact information should include as much contact details that you can give where your potential employers can contact you. Using headers and footers in your resume to include your contact details in all pages can also help to make your contact information easy to spot and visible. Placing page numbers would also help your employer in reading your resume. This piece of information is very important in a resume that you must double check them for errors or mistakes.

Next, in writing your career objective, you should specifically place in the said section the type of career path that you want to pursue. Specifically stating the responsibilities and the level of the job position that you want will communicate your career objective clearly to the employer. You should impress your potential employer with the kind of job that you are looking for and ensure them that you have the right qualifications to support your application. You should ensure that upon reading this part of your resume, the potential employer already sees you as the **BEST CANDIDATE FOR THE JOB**.

In writing your educational background, working experience and skills and competencies, you should always ensure that you have placed all the highlights of your career and the best things that you can offer your potential employer. A concise resume, about 2-3 pages is advisable. However, you can also use a 3-4 page resume with an attached list of references and a cover letter to use in your job hunting venture.

A focused, short **but** loaded with information about yourself and your capabilities resume would definitely grab the attention of your potential employer. You should remember that your **potential employer would be the one reading your resume**, thus you need to think as your employer. You should think about what the employer is looking for in someone who they want to work for their company. Keeping these things in mind, you should evaluate your background and match your qualifications to the factors that they are looking for. Doing this will make you a good fit to fill the vacant job position. Remember to quantify your achievements whenever possible. Employers like to see the impact you were able to make to the overall top or bottom line.

Placing specific examples and citing situations where you have demonstrated your skills and your competencies is very important and is something that potential employers are looking for in a resume. Of course, you should write the skills which are relevant to the job position at hand.

The work experience that is written in your resume should not only contain the different previous employers that you had and the period that you worked for them. They should show your **progress in the career path** that you have chosen. You should be able to present your credentials well to convince the potential employers that you are who they are looking for and that you would be an asset to their company. The most relevant and best reasons for why you should be hired and how you can be that top talent the company is seeking should be in your resume in detail.

To be able to convince your potential employer that you are the person for the job, you need to evaluate and re-evaluate your capabilities, your skills, your expertise and your achievements to better align with what your employer is looking for. You should also be clear in your choice of words and in your style of writing. The format above is definitely better for the type of job market in Abu Dhabi.

Having a well presented resume is also important. It must be formal and professional but should also include a slight touch of your *personality*. There should be balance between professionalism and personality. Attaining this equilibrium would allow you to STAND OUT from the rest of the candidates.

You should always bear in mind that your resume is your sole opportunity to make an impression and you should make a great one to be able to beat the competition. You should also always remember that Abu Dhabi jobs are very highly demanded. You really need to stand out from the rest to be chosen. Answering WHY THE POTENTIAL EMPLOYERS SHOULD HIRE YOU will definitely help you in improving the content of your resume. Writing these details under the career summary at the beginning of your resume as an opening will provide the positive impact that you want to make on your potential employers.

After preparing a draft of your resume and checking it for grammatical errors and spelling mistakes, ask others for their initial feedback to

further improve your resume. You can ask them how they see your resume and if they would hire you if ever they were the potential employers.

As mentioned, your resume is the first document that will be screened by potential employers. Thus aside from the pointers written above, you should also ensure that your resume contains information that would make your potential employer **want** to continue reading it. Abu Dhabi's job market is highly competitive. People from across the world are trying to land a job in Abu Dhabi. It is through resumes and your answers to the questions previously mentioned that you and others are evaluated on by employers initially.

It all really starts with an Abu Dhabi job opening or vacancy. This is when you should immediately evaluate and answer questions about the competencies required for the job posting. Giving a reasonable rationale about why you are the best person based on the job description would do the trick for you to land a job. Being able to effectively sell yourself and your capabilities through written documents such as the resume will set you apart from the competition and give you the best chance to secure employment in Abu Dhabi.

There are a number of tools which can help you polish your resume for Abu Dhabi jobs better. Other templates are also available that can help you start and finish your resume. More tips and strategies in improving your resume based on its structure and content are also widely available online. Ways on how to make your resume grab the attention of your potential employer by using the most appropriate language and by suggesting better and more ways of phrasing things can also be found.

Aside from the structure and physical appearance of your resume, you should put very careful attention to the following:

- Qualifications and credentials which includes the educational and working background
- Skills developed and trainings or seminars attended
- Affiliations and Honors or achievements received and
- Personal data and references.

***TIP:** Resumes for Abu Dhabi can be viewed at <http://allarabia.com/recruitment/jobseeker> under the link for Resume Directory. The said link houses sample resumes for a variety of jobs for Arabic countries which include the city of Abu Dhabi. The templates in the said site are not really the same as the one mentioned in this guide however, the approach is still similar.*

Even though the appearance of your resume matters, you should ALWAYS REMEMBER that what is most important is the **content** and this is the main thing that will mark the difference of your resume compared to that of others.

The employers make the final decision on hiring. Abu Dhabi employers are really involved in the hiring of employees and they do not just accept the information given to them by recruiters and head hunting agencies. The employers verify the information you have sent them first hand and re-evaluate whether your abilities are suited for the job that you have applied for.

## Chapter 5 :

# Starting Your Career in Abu Dhabi

Once you have a well presented resume, filled with your credentials on the area of your expertise, the next thing that you need to do is to fully start your career search in Abu Dhabi. You can do this by first searching for job vacancies in your field, most likely through the help of recruitment agents.

### Tips from Agencies

**Caution:** *You, as a job seeker should be aware of the various scams on the web where the agencies immediately ask for money upon submission of your curriculum vitae. Remember that this should not be the case. You should **NEVER PAY FIRST** for this does not coincide with the employment laws in the United Arab Emirates. Besides, real agents do not really ask for money from job seekers upon resume submission.*

Bear in mind that the information in this part of the e-book does not necessarily apply to all the agencies for recruitment in Abu Dhabi; but it applies to most agencies.

When you start sending resumes to recruitment agencies, the resumes most probably end up in the garbage despite your efforts to present yourself well on paper. This is because these agencies receive a lot of

resumes on a daily basis that they really don't have all the time to review all the resumes that are being submitted to them.

Worry not. Steps in successfully starting a career search in Abu Dhabi through the help of tips from recruitment agents can be found in this guide.

## **Step 1 – Find agencies which utilize online databases**

Job agencies accept resumes in two common ways. The first is through uploading your resume or sending it to them through mail. This type of method is the one which results to resumes being dumped in the bin without being read. The second type of method and the one which gives you an advantage is through an online system where you get to fill in details for your resume. The latter type of method in resume acceptance should be your target when looking for job agencies to work with.

Agencies utilize an online database function in such a way that when they have a job vacancy to advertise, they simply search for qualified candidates through their database. With the use of keywords, they can easily find the perfect candidate for the job position that needs to be filled. These chosen applicants are then notified for interviews.

However, you may also note that these agencies still advertise their vacancies on websites or newspapers. When this happens, it means that the job agency has a lot of vacant job positions. You should always bear in mind that these agencies purchase space for advertisement in local newspapers for a year and they utilize the spaces that they buy by advertising the various job vacancies that they have.

## **Step 2 – Take advantage when you find an agency which utilizes an online database.**

As mentioned earlier, the job applicants are searched based on keywords. You should take advantage of this method so you can always be part of the top search results.

Internet search engines such as Yahoo and Google work the same way as the search engines in the online databases of recruitment agents. The Google search engine for instance would list the sites which match the keyword that is typed in. In the same way, the database search engine shows the resumes from the database which matches the keyword that was searched by the agent specifically for the vacant job position that needs to be filled.

**Sample situation:**

There is vacancy for a financial analyst job and the qualifications for the job position include 5 years experience in the oil and gas industry as preferred by the employer.

The following keywords would be used by a job agent in his database search:

- 5 years experience
- Oil Industry
- Gas Industry

You can use this information for your own benefit.

First, all you need to do is list the possible keywords that an agent can use which is relevant to your working experience and your qualifications or credentials. For instance, you can say that you are an computer savvy, and that you have working experience of 5 years as a financial analyst using MS Excel, Access, SAP, etc. You have also worked in an Oil and Gas company. Thus, the following should be in your list of possible keywords:

- Excel
- Access

- SAP
- Computer
- Oil Company
- Gas Company
- Oil and Gas
- 5 years

Then you should use these keywords when you are filling in the details of your online resume. In doing so, you'll have a greater chance of coming up in top search results when these keywords are searched for by the agents in case a financial analyst job becomes available in the oil and gas industry. With such results, you are a step closer to landing an interview with the agency, the company and eventually getting the job.

You should remember however that not all jobs go to recruitment agencies and there are a lot of jobs in Abu Dhabi that are unadvertised and are waiting to be filled. The next section talks about how to get an unadvertised job in Abu Dhabi.

## **Applying for Jobs that are Unadvertised in Abu Dhabi**

Even though a lot of jobs are advertised, there are a number of companies and employers who do not advertise vacant job positions in their companies. This is because it is quite costly and time consuming. What these companies, who opt not to advertise, do is find the perfect candidate from the resumes which were previously sent to them.

You may think that one way to know about the various job positions available for hire in a company is by contacting high ranking personnel in Human Resource departments in various companies in Abu Dhabi. Even though this method may sound promising, it is quite difficult

especially since a lot of processes and steps are already in place to block your efforts for communication to these people from the start. You can't actually blame them for doing this considering there a lot of people who try to contact them everyday for jobs.

The best thing to do to be noticed by potential employers is to focus on a specific area of expertise from your previous working experience. You should note that employers from Abu Dhabi wanted to recruit people who have a working experience in a similar if not the same industry as the industry they are in.

For instance: If you are looking for a financial analyst job in Abu Dhabi and you have worked previously in the oil and gas industries then you should find jobs under oil industry or gas industry in Abu Dhabi, which is not really that difficult since the oil and gas industries are on the rise in the said city.

However you should still note the other industries that are in need of financial analysts and you should check and research what these other industries are. You just never know; your years of experience and your achievements may be sufficient for you to be hired in a different industry.

### **Method 1: Starting your Career in Abu Dhabi**

To note all the possible industries where you can apply for a job or where vacancies may be available you can try going to the following websites:

- <http://www.abudhabionlineservices.ae/>
- <http://www.biznessuae.com/>

The two sites mentioned show the different businesses in the corresponding industries in Abu Dhabi.

For the first site, by simply clicking the Major Business Area tab, you would be directed to a place full of categories or industries. By choosing your selected industry, you would be given a list of different companies, their websites and contact details.

The next site will not give you job offerings right away as you have to put in keywords, such as **jobs** and use the drop down menu to choose Abu Dhabi specifically. This would give you a list of companies as well, where you may try to inquire about any job position vacancy.

Once you have your own list of potential companies or industries that you want to work for, you have to contact them. Contacting a company should be done through a Human Resource Personnel, perhaps the manager, and the best way to do that is by writing a short letter and sending it directly to the company rather than sending the letter via e-mail or fax. Letters sent using the latter ways are seldom received by the HR manager.

The letter that you should send to them should be concise and straight to the point. You should aim to get the HR manager's attention immediately through your letter. You should mention the highlights of your career especially those which involved the industry that they are in and the industry that you wanted to apply for a job. You can also mention the previous companies that you have worked for and the roles that you assumed when you were working for those companies.

The following is an example of letter from a job applicant looking for a financial analyst job in Abu Dhabi. She was able to work as a financial analyst in the gas company in her hometown for five years and she is looking for a financial analyst job in Abu Dhabi, specifically in one of the gas or oil companies.

*November 29, 2009*

*Joy Smith  
23 Street 5 Washington DC  
(202)542 3892  
[joysmith@gmail.com](mailto:joysmith@gmail.com)*

*MR. GERRY PERSON  
HR MANAGER  
Abu Dhabi Gas Industries Ltd.*

*Dear Mr. Person:*

**Do you need someone who has experience as financial analyst and has worked in gas companies?**

*I would like to share to you the highlights of my career as a financial analyst for five years and I believe that I would be an asset in Abu Dhabi Gas Industries Ltd. My experience in Washington Gas has allowed me to enhance my financial analyst skills and I was able to contribute to the state-of-the-art programs that Washington Gas offers its wide base of customers today. Some of my most notable achievements in working with Washington Gas include:*

- *Being the team leader for the securities and investment analysts team that examined financial information in order to recommend how to invest the company's resources.*
- *Team member for the group that studied and analyzed the factors that influenced the price of the company's stocks.*
- *Actively contributing innovations to further improve the financial position of the company.*

*This is just part of the many qualifications that I have for the financial analyst position in your company. I am very much willing to send you my resume. Please send me an email to let me know what the best way is for me to send my resume to you.*

*Thank you very much.*

*Respectfully yours,  
Joy Smith*

Remember that the first inside address should be your address together with your contact details. It is also more appropriate if you know the name of the HR manager to whom the letter is addressed. This would make your letter sound personalized and specifically sent to the HR

manager of that particular company alone. Though you can reuse this letter and send it to other companies and simply change the name.

Remember that your main objective is to get the attention of the HR manager that your opening line must be catchy and must give the gist of your letter. **It has been statistically proven that 70% of the time HR managers send back an email** regarding the letter if you used the sample letter in this e-book as guide. Meanwhile, 20% of HR managers give the liberty of deciding if you are capable of the job to the Head department who supervises the position that you are applying for. In this scenario, it is the head of the Finance department. The remaining 10% would not send a reply.

Once an e-mail is sent to you indicating that they are interested in seeing your resume, you should personalize your resume as well depending on the qualifications that they are looking for. However, you must not lie. It is very important for all employers that their job applicants tell the truth about themselves and give verified information especially about their work experience and educational background. Your resumes should fit the company well to be further considered. After editing and putting final touches, you can now send your resume. Checking your e-mail after you sent your resume is a must. If you haven't received any notification after two days, you must call to follow up your application.

This is the first method that you can apply when starting a career search in Abu Dhabi. However, there's another one.

### **Method 2: Starting your career in Abu Dhabi**

This next method talks about directly contacting the head of the department that the job position you want is under. It skips the step of going first to the HR manager. **It is also proven that Department heads are easier to contact than HR managers, thus there is a greater chance for you to be hired.**

What you need to do first is to acquire all the directories of the company that are in line with your previous work experience by using method 1. Using the sample cited in method 1, we can assume that you are looking for a financial analyst job in the oil or gas industries. Once you have the list of companies, you can call the companies where the operator will

answer you. You can tell them that you need the name and contact details of the Finance department manager since you would like to offer some financial analyst services. There are three possible outcomes for this scenario.

First, the operator would give you the details. Knowing the details, you can immediately send an email message to the manager with the same content as the sample letter above. If you were given a fax number, you can also send a fax message. Sending a resume should follow once the department manager sends you a reply.

Second, the operator will ask you if you wanted to talk to the department manager. When this happens, you can say that the details for the services that you provide would definitely take much of the manager's time that you opt to have his email address.

Lastly, the operator may ask you more questions about yourself and about the services that you offer. If this happens, you should never speak about your interest for job vacancies. You should stick to the disguise that you are a business man who is only interested in providing financial analyst services to the company.

If you are not able to call the gas or oil company that you are interested in, you can easily send a fax message with the letter addressed to the department manager.

Following this second method properly will give you a greater chance of landing the job. But there are no guarantees of course. Your success largely depends on how you have written your letter.

## Chapter 6 : Where to Find Jobs in Abu Dhabi?

Knowing where to find jobs in Abu Dhabi is important for you to start your career in Abu Dhabi. If you are residing in the said city, you cannot always depend on the job postings of recruitment agents. You should also utilize other ways to find a job. This would also hasten your job hunting venture and you may find a job faster than you think.

Two other ways of finding a job aside from jobs posted by recruitment agencies are through local newspapers and other online sources. Some of the other online sources where job postings in Abu Dhabi are available can be found on the following websites:

- <http://www.uaedubaijobs.com/>
- <http://www.learn4good.com>
- <http://www.allabudhabijobs.com/>
- [http://www.gulfjobsites.com/jobs/United\\_Arab\\_Emirates/](http://www.gulfjobsites.com/jobs/United_Arab_Emirates/)

By typing in “Abu Dhabi” in the search engines of these websites, you can easily access the different job postings from various industries.

The other way of looking for jobs in Abu Dhabi is through local newspapers. The local newspapers in Abu Dhabi are either in the Arabic or English language. There are also a number of foreign newspapers available. However when looking for jobs in Abu Dhabi, you should focus more on the local newspapers.

Some of the local newspapers that are available in Abu Dhabi are the following:

- Al Ittihad
- Al Emarat Al Youm
- Al Khaleej
- Akhbar Al Arab
- Al Bayan

These first four are in the Arabic language while the next local newspapers are in the English language.

- 7Days
- Gulf Today
- Emirates Business 24/7
- Khaleej Times
- Gulf News

You can find job listings in the online site of Khaleej Times under the Appointment tab or you can simply follow this link:

<http://www.khaleejtimes.com/appointment/index.asp>.

## Chapter 7 : Major Employers in Abu Dhabi

Aside from knowing the ways on how to find a job in Abu Dhabi which are through job postings of recruitment agents, local newspapers and other online sources, you should also be aware of the different major companies in Abu Dhabi. This will give you an idea of which industries in Abu Dhabi are in most demand and which of them fit your qualifications.

Knowing the different major employers in Abu Dhabi will also allow you to use the two methods discussed in **Chapter 5: Starting Your Career in Abu Dhabi**. Once you have an idea about the company, you can contact their HR managers or the department heads of the department that you are most likely to apply in. So instead of again depending on advertised jobs through the net or through periodicals, you have again taken charge of your future in Abu Dhabi by doing so. Employers love initiative. Nothing shows this better than taking charge!

Here are some of the major companies in their corresponding industries where a lot of vacancies may be available:

### **Banking and Finance**

- Aabar Petroleum Investment Company
- Abu Dhabi Commercial Bank

- Abu Dhabi Islamic Bank
- Abu Dhabi National Insurance
- Abu Dhabi National Takaful
- Al Ain Ahlia Insurance
- Al Dhafra Insurance
- Al Khazna Insurance
- Al Masraf
- Al Wathba Insurance
- Emirates Insurance
- Finance House
- First Gulf Bank
- Green Crescent Insurance Company
- National Bank of Abu Dhabi
- Union National Bank
- Waha Capital

### **Airlines**

- Abu Dhabi Aviation
- Etihad Airways
- Etisalat

## **Gas Industries**

- Abu Dhabi Gas Industries Ltd (GASCO)
- Abu Dhabi National Energy Company (TAQA)
- Abu Dhabi National Oil Company (ADNOC)

## **Media**

- Abu Dhabi Media

## **Construction**

- Abu Dhabi National Company for Building Materials (BILDCO)
- Abu Dhabi Ship Building
- Arkan Building Materials
- Ehsan Mohd Younis General Contracting Company

## **Hotels**

- Abu Dhabi National Hotels
- National Corporation for Tourism and Hotels

## **Real Estate**

- Aldar Properties

- Sorouh Real Estate

## **IT**

- Emirates Computers
- Thuraya Satellite Telecommunications
- Warid Telecom

## **Others**

- Emirates Driving Company
- Emirates Food Stuff and Mineral Water (AGTHIA)
- Foodco Holding
- International Fish Farming
- Liwa Chemicals
- National Marine Dredging

You can search these companies through online search engines to be able to have an access to their websites and know more about them.

However you can also go to this website:

<http://www.adx.ae/English/Securities/Pages/ListedCompanies.aspx> to have immediate access to the listed companies' profiles, their email address where you can contact them and their home page.

The site that follows:

[http://www.allabudhabijobs.com/directory\\_employer.php](http://www.allabudhabijobs.com/directory_employer.php) can also give

you more employers in Abu Dhabi which you can contact.

As mentioned in the previous sections, Abu Dhabi is the capital of UAE. Aside from being the second largest city in UAE, it is also one of the richest cities in the world and thus it definitely holds a promising future for everyone. There are a lot more jobs in Abu Dhabi, you just have to be patient in searching and know what you are looking for. Jobs in this region of the world will only grow in the coming years. The real fun is just now beginning.

## Chapter 8 :

# Recruitment Agencies in Abu Dhabi

Recruitment agencies play a very important role today in the job seeking process. Most companies talk to them when job vacancies are available and they usually handle the first screening of applicants for certain positions in companies. They are responsible for selecting the applicants who match the description of the job position that needs to be filled and forwards their selection to the HR of the company hiring.

As someone looking for jobs and leveraging the assistance of recruitment agencies, you should always bear in mind to go to agencies which are reliable. You should be keen when deciding if a certain recruitment agency is a scam or not. Since recruitment agencies screen you as applicants for a job position, you should also screen the recruitment agencies that you get in contact with to ensure that you have chosen the most trustworthy and the agency which can give help you the most.

Some of the recruitment agencies in Abu Dhabi which you can contact are listed below. You can ask them for assistance in finding the perfect job for you and starting your career in Abu Dhabi.

- 1. ABC Recruitment**

Address: P.O. Box 27495 Suite 803 Lulu Center Building Al Salam Street Au Dhabi UAE  
Telephone: 6768558  
Fax: 6769280

Website: <http://abcruitment.ae/>

**2. Al Otaiba Oilfield Service**

Address: PO Box 238, Abu Dhabi

Fax: 6411169

Email: [oilserve@emirates.net.ae](mailto:oilserve@emirates.net.ae)

**3. Al Madina Agencies and Services**

Address: P.O. Box 114, Abu Dhabi UAE

Telephone: 971 2 6212333

Fax: 971 2 6212888

Website: <http://www.almadina.ae/>

**4. Al Wazan**

Address: PO Box 3994, Abu Dhabi

Telephone: 6223200

Fax: 6223335

Email: [alwazan@emirates.com](mailto:alwazan@emirates.com)

Website: <http://www.alwazanuae.com>

**5. CARE**

Address: PO Box 44393, Abu Dhabi

Telephone: 6317081

Fax: 5336858

Email: [carefor@emirates.net.ae](mailto:carefor@emirates.net.ae)

Website: <http://www.carefor.com>

**6. Eduserve**

Address: PO Box 42074, Abu Dhabi

Fax: 6266782

Email: [teachers@edu-serve.com](mailto:teachers@edu-serve.com)

**7. Emirates Recruitment Services Agency**

Address: PO Box 3351 Abu Dhabi

Telephone: 6310311

Fax: 6312171

**8. *Expert Oil Affairs***

Address: PO Box 69, Abu Dhabi

Fax: 5726549

Email: [europa@eim.ae](mailto:europa@eim.ae)

**9. *Hemasco International***

Address: PO Box 5748, Abu Dhabi

Telephone: 6713371

Fax: 6613372

Email: [hemasco@emirates.net.ae](mailto:hemasco@emirates.net.ae)

**10. *IMG Recruitment & Computer Training***

Address: Cornice Road, IMG bldg., 203 PO Box 53100, Abu Dhabi

Telephone: 6268885

Fax: 6268551

Email: [imgmark@emirates.net.ae](mailto:imgmark@emirates.net.ae)

**11. *Jobline Management Consultants***

Address: PO Box 47826, Abu Dhabi

Telephone: 6778871

Fax: 6777086

Email: [jobline@emirates.net.ae](mailto:jobline@emirates.net.ae)

**12. *London Bridge Engineering***

Address: PO Box 45116, Abu Dhabi

Telephone: 6273774

Fax: 6270035

Email: [Lbe@emirates.net.ae](mailto:Lbe@emirates.net.ae)

**13. *Petro Middle East***

Address: PO Box 7743, Abu Dhabi

Telephone: 6710300

Fax: 6710660  
Email: [petrome@emirates.net.ae](mailto:petrome@emirates.net.ae)  
Website: <http://www.hruae.com>

**14. Sumaco**

Address: 2<sup>nd</sup> fl, Fast Rent a Car Bldg., Salaam St, PO Box 45645, Abu Dhabi  
Fax: 6742270  
Email: [sumaco@emirates.net.ae](mailto:sumaco@emirates.net.ae)

**15. Universal Technical**

Address: PO Box 4399, Abu Dhabi  
Telephone: 6325111  
Fax: 6213758

The above mentioned recruitment agencies can be found in Abu Dhabi. This is merely a short list; there are a lot more (and growing). You can call these recruitment agencies to see for yourself the kind of employment services they offer. You should carefully analyze their capacity and determine the best and most reliable recruitment agency to work with.

Some of the recruitment agencies listed here are specialized or focus mainly on specific industries. Some examples include: *Universal Technical* which focuses mainly on technical jobs; *Sumaco, Jobline Management Consultants and Expert Oil Affairs* for oil and gas sectors; and *Eduserve* for teachers and instructors to name some.

It is very important for you to get information about these recruitment agencies first hand and not to depend merely on what other people say. However, recommendations given by friends or family can be considered and is actually a big help in screening the agencies that you want to work with.

The international area and country code for Abu Dhabi, UAE is ++971-2-number.

## **Chapter 9 :**

# **Additional Pointers in Starting Your Abu Dhabi Career**

This section gives more tips on starting your Abu Dhabi career, specifically during interviews. The interview is a critical screening process where you should be able to make the right impression. Getting an interview spot would only mean that you were able to give a good impression through your resume to the agents or the potential employer. The interview would determine if their impression of you was right or not and thus you must really prepare for it and do your best if you want to get the job. It is in interviews where the competition is greater especially since the best applicants are already screened and are about to forward to the next level – the interview – as well.

Some useful tips that you can keep in mind when you are about to have a job interview, not just for Abu Dhabi but anywhere for that matter are listed below:

- When preparing for the interview, you should research information about the company and at least have some idea on what the job position entails. You should also rehearse answers on possible questions such as *why you are interested in the company and in the position that you are applying for and what are the things that you can contribute to the company.*

- Other possible questions that the interviewer may ask you include questions about your previous jobs, your previous employers and the nature of the job that you had. Some may ask you why you left your previous job while others would ask personal questions such as describing yourself, your strengths and weaknesses, your most notable achievements and how you see yourself years from now.
- Remember that aside from your work experience, educational background and achievements, the one thing that interviewers look for during interviews is if the applicant has the **right attitude**. The right attitude would involve showing your potential employer that you would do your best for the company and that your personal goals coincide with that of the company. You should be able to show them that you have the positive attitude and that you can do anything that you are required to do and that you are someone who strives for excellence in his or her work.
- You should also not only prepare your mind for possible questions that interviewers may ask you, but you should also be prepared physically. You should **dress appropriately** and remember that first impressions last a long time. Before even speaking, your interviewer should get the notion that you are not just an average applicant but rather you are the best with the way you present yourself through your outfit and the way you carry yourself.
- During the interview itself, remember that you should be on time.
- You should also be confident in answering questions and observe proper sitting posture. Sit upright, be confident.
- When answering questions, you should speak clearly and should look in the interviewer's eyes. Your answers should also always be straight to the point.
- Answering with enough enthusiasm is something that most interviewers like. Thus like your resume, your interview should be a balance of professionalism and personality.

- Your hand shake should be firm. This is often underestimated.
- Ask questions about the job but never about the salary or benefits immediately at the start.
- Be respectful. Smoking and chewing gum during interviews should never be done as these are also signs of disrespect.
- You should highlight the things that you have achieved during your work experience or while studying. However, you must not exaggerate. Try to quantify whenever possible.
- Once the interview ends, thank the interviewer and ask them when you will get to meet again to further discuss the position.
- Sending a thank you note to your interviewer would also help them remember you but bear in mind that you must address them timely and accordingly.
- If you haven't heard from the interviewer for a while after the interview, you may follow up your application by calling them or sending an email message.

The next part of this section gives strategies regarding starting your career in Abu Dhabi – how to last long in the competitive job market in Abu Dhabi and stand out from the crowd. A number of suggestions that you can incorporate in your own strategy in getting a job in Abu Dhabi are listed below.

- Write your resumes and cover letters with the aim to get the attention of your potential employer and impress them. Remember the pointers suggested in Chapter 4.
- Be prepared for the job interview. The earlier part of this section talks about tips on how you should behave during your interview and you should follow them or at least bear in mind the pointers for more successful results.

- You should be able to market yourself well. With proper and appropriate marketing strategies, you can readily sell your capabilities and qualifications to seeking employers that may very well land you a job.
- Be curious and ask questions – this would definitely make you stand out from the rest.
- Assess yourself often. You should be very well aware of your qualifications and credentials so you would immediately determine if you are perfect for a certain job position that needs to be filled even before you meet with potential employers or agents. In doing so, you would also increase your self confidence which can be reflected on the way you carry and present yourself to others, which is actually a major factor.
- Learn about Abu Dhabi for you to understand the kind of lifestyle that they have and the working environments that you will soon be a part of.
- Learn to communicate effectively with others. Communication is vital in any job seeking process. You have to have great interpersonal skills especially since you'd have to interact with various people from all kinds of levels and even with different nationalities. Through effective communication, you should be able to build an effective network as well.
- Ensure that you have your own personalized strategies to land a job. Your plan should be something that can be executed and most importantly practical.
- You should utilize your resources effectively. There are a lot of ways on how you can contact companies and you should use your creativity to be able to come up with more ways for you to really stand out.
- You should also be aware of the salary guidelines that companies in Abu Dhabi follow. You should know your corresponding value or worth according to your experience and educational background.

- Lastly, always give your 100% in any kind of endeavor that you are in. From the job hunting process until you have the job that you want. In doing so, you'd definitely excel.

Even though the government of UAE has started implementing the law which gives greater consideration for nationals of the said country in all the major job openings, you still have a great chance of getting a position if you are qualified and follow the tips in this e-book. Besides, this should be your motivation to actually excel and present your self well to make the employers feel that not hiring you would be a big loss for their company even if you are not a UAE national.

## **Chapter 10 :**

# **Living in Abu Dhabi**

After finding the perfect job, you should analyze if the salary package that you are offered is enough to provide for yourself and your family. Always keep in mind the end goal (how much you would like to save every month). This will help you negotiate. You can note that the first part of this second to last chapter discusses the salary guidelines in Abu Dhabi. Once you have decided on taking a particular job position, your next concern is bringing your family with you to Abu Dhabi. Thus knowing some of the most basic information about Abu Dhabi that would help you in your relocation plans is also included in the latter section of this chapter.

### **Guidelines on Salary and Benefits**

It is very important that you be aware of the usual salary guidelines and benefits in Abu Dhabi before signing an agreement or contract with a company.

Abu Dhabi does not have a minimum wage law. The usual salary of unskilled workers averages out to USD\$8 for jobs that are 8 to 13 hours. Skilled workers on the other hand have salaries which are fixed. Jobs with per hour or per week payments are seldom available in Abu Dhabi. Part time jobs are usually not allowed in Abu Dhabi especially because of time constraints. The working hours in Abu Dhabi are 8 hours a day

which is approximately the whole day (not much different from the West). Most workers barely have time to take up a part time job. However, you don't really need another job once you are employed since most job opportunities in Abu Dhabi offer a healthy amount of money.

If you are not a national (citizen) of UAE, you should be able to find a job position where the company would be responsible for all the work visa and residence visa costs. A family sponsorship visa should also be a part of the benefits that you should negotiate when accepting a job. With proper negotiation, you can also have your employer compensate you for your housing expenses.

Thus, once you got a job, you should secure a contract from the company and you should carefully read the terms of the contract and ensure that you understand everything. You may ask questions if you feel the need to. The benefits that you negotiated should also be stated in the contract to avoid any misunderstandings between you and your employer.

The weekends in Abu Dhabi are Fridays and Saturdays, which means that the work week officially starts on a Sunday. The government follows the 9 am – 6 pm working hours while the public sector starts earlier and ends earlier too. The embassies and consulates have 8 am – 2:30 pm working hours. Shopping malls are open from 10 am – 10 pm and some are even open till midnight. The gas stations and eateries are open 24 hours and 7 days. During Fridays, most shops remain closed until 3 pm while others only close for Salatu Al Jumaa or Friday Prayer and immediately resume after until 10 in the evening. Knowing these working hours will give you an idea on the kind of working hours that you may have once employed in Abu Dhabi.

## **Guidelines when Relocating**

### **PREPARATION**

The most important part of a relocation plan is obtaining a visa for you and your family if you plan to bring them to Abu Dhabi. The visa requirements to be able to enter Abu Dhabi differ from one nationality to

another. Checking travel regulations with the UAE embassy in your country would help you prepare for the various requirements that are needed.

Today, almost everyone from other countries who want to enter UAE is required to have their visas except for people living in GCC countries. GCC is short for Gulf Cooperation Council and the countries that are included in this council are Kuwait, Bahrain, Qatar, Saudi Arabia and Oman. Aside from citizens of the mentioned countries, the residents of GCC countries who are not really from the GCC country where they are working are also not required to have a visa. Only certain professions and nationalities are covered with this “expatriates rule”. British citizens are also not required to get a visa to enter Abu Dhabi.

On the other hand, some citizens specifically Europeans get a visa upon their arrival in Abu Dhabi. Some of the countries which are part of this include Austria, Andorra, Denmark, Finland, Belgium, France, Portugal, Germany, Iceland, Greece, Ireland, Liechtenstein, Italy, Monaco, Luxembourg, Netherlands, San Marino, Norway, Spain, San Marino, Vatican, Switzerland, and Sweden. Aside from these Europeans, the nationals of Brunei, Australia, Hong Kong, Malaysia, Japan, Singapore, South Korean and New Zealand are also included in the category. Certain states in Canada and America also get a free visit visa upon their arrival in the said UAE city.

Residents from GCC countries are given the privilege to stay as long as they want in Abu Dhabi. The British can only stay for a month after which they can apply for a visa for another two months. Those countries which are mentioned of having the privilege to be granted a visit visa in UAE are required to go to the UAE embassy in their own countries accordingly before leaving. Israelis and people who have travelled to Israel or who have Israeli stamps in their passports are not given a visa.

Other nationalities which are not mentioned here should already have a visa for Abu Dhabi prior to entering the said emirate. They can apply in the UAE embassy in their respective countries or through a sponsor from the UAE (which may include recruitment agencies) and through hotels in Abu Dhabi for tourist visas.

A work visa is important for people who want to establish a business or work in Abu Dhabi. The work visa lasts for 60 days. During this period,

the work residence visa should be processed. The work residence visa is valid for three years. If the residence visa is not issued on time, the person would have to pay 25 AED (approximately USD\$8) per day as fine once the 60 day period expires. The HR department of the company which hires you is the one responsible for processing your work visas.

There are different types of work visas available in Abu Dhabi such as work visas for servants, investors, partners for people who would like to work in private companies or establishments while governmental institutions and ministries work visas would only permit the person to work in the government institutions in Abu Dhabi.

Bringing all necessary documents is very important for entry in Abu Dhabi and for the processing of the residence visa. Having your own residence visa first is important before your family can actually apply for residence in Abu Dhabi. Passport holders from the Middle East and North Africa should expect to experience delay in the processing of their visas since they are subject to security checks along with anyone who is employed in Abu Dhabi.

If you don't plan on bringing your family with you to Abu Dhabi, there is no need to submit the documents enumerated below. They would be given visit visas upon their arrival or upon application for one. If they need to apply for a visit visa, a photocopy of their passports would be needed. However, if you intend to bring your family in Abu Dhabi, they would be given visit visas if they come with you. Then their residence visas would only be processed after your residence visa has been issued. It is advisable that family members only go to Abu Dhabi once your residence visa has been issued. This will save you the cost of converting a visit visa to a residence visa.

For women who are hired in Abu Dhabi, only those with faculty positions are allowed to sponsor their families to live with them.

Remember that once you are issued a Work visa and your family a visit visa, you are not allowed to leave the country without the residence visa stamped in your passport.

The most pertinent documents for residence visa processing include:

- Passports – for the employee and the family members which includes the spouse and the children who are still considered dependents of the employee.
- Marriage certificate for employees who are married.
- Birth certificates of dependent children.
- Custody papers of adopted dependent children either sole or joint custody.
- A letter from the father or the mother of the children who will not reside with the other family members in Abu Dhabi stating no objections of the living of children with the spouse.
- The official transcript of records of the employee.
- A driver's license from the home country if they want to drive in Abu Dhabi.

The marriage and birth certificates and the custody papers must be attested by the UAE consulate, the Ministry of Foreign Affairs and must be translated in Arabic for Abu Dhabi residents.

Once a residence visa is issued, you are also entitled to sponsor a domestic helper. You should bear in mind however that the immigration is quite strict in issuing visas to domestic helpers especially those who are related to the sponsor. It is also difficult to sponsor a domestic helper if you are single, married but without children or families but with the spouse not working. You should also remember that it is illegal to employ a domestic helper who was sponsored by someone else. If you are really in need of a domestic helper, you can hire them from agencies and pay on a per hour basis.

In sponsoring a domestic helper, you also need an approximate of Dhs 5,550 annually and an initial outlay of Dhs 6,724.

Shipping in furniture and other household goods, your car and pets can also be done if you wish. However it is difficult to find a housing unit where they will allow your pets. Birds and some dog breeds are not

allowed to enter Abu Dhabi. Inoculations are not required in entering Abu Dhabi however if you plan to visit Africa, Asia and the Far East from Abu Dhabi, you have to be immunized and the hospitals in Abu Dhabi can do that.

## **TRAVEL**

The travel tickets are provided by the employer for the employee and the family members (up to 3 dependent children only) who plan to reside in Abu Dhabi. They are not provided if the family members are not planning to reside in Abu Dhabi. If you wish to arrange the flight yourself, you can do so. However you should note that airfare tickets to Abu Dhabi are sometimes cheaper when bought in Abu Dhabi than in your home country.

It is also advised that you hand carry important documents and at least 2 sets of clothing in case your baggage is delayed or lost.

Upon arrival in Abu Dhabi, a greeting service would welcome you. In Abu Dhabi they are the Golden Class service dressed in suit jackets which are dark blue in color holding signs with your name. Sometimes, your name would flash on the electronic board and you have to present yourself to the greeting service. They will escort you through the whole arrival process – from the immigration, claiming of the baggage to Customs.

They will also collect your passports and would be responsible in the completion of the immigration procedures. They will be having your employment visa and the corresponding visit visas of your dependents. If your family member is arriving after you have been issued a residence visa, the greeting service would be bringing your original residence visa for the immigration procedures. Just remember to get all the documents that you have given to the greeting service as they would still be needed later on.

## **HOUSING**

One of the main concerns of people who want to live in Abu Dhabi is the cost of living. The cost of living is relatively high when it comes to housing unit rentals. Because of the demand for accommodations in the said city, the costs of the rents have increased. The usual form of housing accommodation in Abu Dhabi is apartments.

Because of the state of the art engineering and architecture, the average height of apartments in Abu Dhabi is about twenty floors. Parking may be a problem since most apartments do not have one that people who have cars usually just park their cars around the area. As mentioned, most housing units do not allow pets in their apartments especially if the house is already furnished upon rental.

Condominiums and houses (called Villas) are also available, but of course, they are relatively more expensive than apartments.

## **EDUCATION**

Your children's education is another important thing to note if you wish to relocate. You should not worry however because a number of schools are available in Abu Dhabi that can provide your kids the quality education that you want them to have.

Below is a list of schools where your children can attain their education. You can also visit their websites if you wish to know more about them and for you to be able to decide before you relocate and prepare the documents required for your child's transfer.

### ***Primary and Secondary Schools***

- Abu Dhabi Indian School - <http://www.adisuae.com/>
- Al Nahda National Schools - <http://www.nahdaschools.com/>
- Canadian International School - <http://www.cis-ad.org/>

- Emirates Private School - [http://www.emiratesprivate.sch.ae/ourschool/os\\_index.html](http://www.emiratesprivate.sch.ae/ourschool/os_index.html)
- Lycee Louis Massignon (Ecole Francaise) - <http://www.llm.ae/>
- The American Community School of Abu Dhabi - <http://www.acs.sch.ae/>
- The American International School in Abu Dhabi - <http://www.aisa.sch.ae/aisa/Index1.aspx>
- The British International School – Abu Dhabi - <http://www.bisabudhabi.com/>
- The British School – Al Khubairat - <http://www.britishschool.sch.ae/>
- International School of Choueifat, Abu Dhabi – [http://www.iscuae-sabis.net/Pages/Schools/Abu\\_Dhabi/](http://www.iscuae-sabis.net/Pages/Schools/Abu_Dhabi/)
- Our Own English High School – <http://www.gemsoo-abudhabi.com/>
- PISCO Private School - <http://piscouae.multiply.com/>
- Noah’s Ark Nursery - <http://www.noahsarknurseryad.com/aboutus.htm>

### **Colleges and Universities**

- Abu Dhabi University - <http://www.adu.ac.ae/en>
- Higher Colleges of Technology - <http://www.hct.ac.ae/>
- Sheikh Khalifa Bin Zayed Bangladesh Islamia School - <http://www.skzbzis.com/ver3/>

- Paris-Sorbonne University Abu Dhabi - <http://www.sorbonne.ae/sites/psuad/Pages/default.aspx>
- INSEAD - <http://www.insead.fr/home/>
- Zayed University - <http://www.zu.ac.ae/main/en/>
- Masdar Institute of Science and Technology - <http://www.masdar.ac.ae/home/index.aspx>
- Petroleum Institute - <http://www.pi.ac.ae/>
- New York Film Academy - <http://www.abudhabifilmschool.com/>
- Al Ain University of Science and Technology – <http://alain-university.com/>
- University of Strathclyde - <http://www.strath.ac.uk/management/mba/studyoptions/international/dubai/>

The school fees vary depending on the type of school that you want to enroll your child in. There are a lot of other schools, especially in the primary and secondary levels and the ones listed above is just a short list.

## **RECREATION**

Recreation in Abu Dhabi is something that is never absent. With the varied nationalities living in the area, there is a wide range of ways you can choose to enjoy yourself in the city. There are a variety of malls that you can spend a day in with your new friends. Parks are also available for resting and picnics with your family, and much more.

There are also varied forms of entertainment. You can visit a number of sports and leisure activities. You can also engage in them. All you have to do is explore the area and have fun after working very hard for a whole week (or day). You will definitely have a lot of time getting to know the city more once you have relocated.

The place is very secure and peaceful with a relatively low crime rate. Abu Dhabi is definitely a safe place for you to start your career and for you to live a secure life with your family.

## Conclusion

Abu Dhabi is one of the best cities in the world with a wide array of opportunities available for you. Its developed economy has attracted a lot of people and businessmen. There are a lot of multinational companies in the said city that a number of job opportunities are up for grabs and will continue to be.

Thus, it is the right place for you to start your job seeking adventure. Competition may be really tight but with all the experts' advice included in this e-book, you are sure to get a favorable result in your applications.

The results of a job hunting venture – whether you'd be employed or not – depends mainly on your CAPABILITIES, your CREDENTIALS but most importantly your PERSONALITY (Establishing personal relationships is critical in Arab nations). Remember that all job seeking processes are LONG and NEVER EASY. However, following the tips, suggestions and pointers that are discussed in this e-book will definitely improve your chances of getting hired FASTER than your competition.

So what are you waiting for?

It's time that YOU take charge of your future!

Dream BIG!

And grab that opportunity **NOW**.

Wishing you all the best in your pursuit for the best career and a sound future for you and your family!

## Disclaimer Notice

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